

BROOKHAVEN NATIONAL LABORATORY
NATIONAL SYNCHROTRON LIGHT SOURCE

MEMORANDUM

DATE: August 21, 2006

TO: NSLS and Beamline staff members

FROM: Nicholas F. Gmür, Corinne Messana and Mary Anne Corwin (NSLS)

SUBJECT: Work planning and training guidance for contractors & vendors
(nslsnas\users\gmur\esh.dir\Train-CV-Orient.doc)

Note: This applies to NSLS employees and beamline staff members.

The NSLS has developed an orientation form for bringing Contractors into the NSLS:

NSLS CONTRACTOR / VENDOR ORIENTATION FORM

The form is available at:

<http://www.nsls.bnl.gov/training/orientations/Orientation-Vendors.pdf>
and is managed by the NSLS Guest Administrator, Corinne Messana.

The Contractor/Vendor Orientation Form will help you plan a Contractor's visit, so that all registration, escort, training and work planning requirements can be easily identified and addressed in an efficient manner. You should use this form as a guide if you plan to invite any of these types of people to the NSLS:

- Contractors
- Vendors
- Sales persons
- People performing service, maintenance, or installation
- Warrantee repair people

(All of the above will be referred to as "Contractors" for the remainder of this document.)

Please follow these steps:

1. Start early; anticipate as best you can the need for a Contractor to complete any training or registration requirements prior to beginning work at the NSLS.
2. Down load the form from the web site or visit Corinne Messana (room 2-104; x7398) to obtain a form for each Contractor and discuss the types of Contractors who may be coming.
3. Review sections A through H of the Contractor/Vendor Orientation Form to determine if your Contractor will require any training or briefings (e.g. ESH,

contractor/vendor, radiological, electrical), or will require registration (e.g. foreign national, on site >3 days, unescorted access to the Controlled Area, BNL ID badge). You can obtain assistance from Corinne or Mary Anne Corwin (x2295) or Nick Gmür (x2490) or from the Work Control Manager, Al Boerner (x5990). If the answers are all NO, submit the completed form to Corinne for her files and you are done! Remember to submit the BNL Visitor Notification Form (<https://www.bnl.gov/ssd/gateaccess/>) for BNL gate access and provide the required escort while the Contractor is on site.

4. If any answer(s) is YES, see Mary Anne Corwin or Nick Gmür to help complete the form. John Aloï (x7018) can help you with the electrical training requirements. Inform the Contractor of any training, briefings or registration they will need to complete. Some training may be completed by the Contractor on the web prior to arrival, but remember to allow time for other items which must be done upon arrival, such as seeing Corinne to return the form, obtaining a badge or a briefing. The NSLS Contact must make sure that all requirements are completed before work begins.